

PERFORMANCE IMPROVEMENT PLAN TEMPLATE

Employee Name:

Meeting Date:

Manager Name:

Standard(s) of Performance Reviewed:

- ☐ Competency (Knowledge, Skills, and Abilities)
- ☐ Work Product (Quality and Efficiency)
- ☐ Teamwork/Collaboration
- ☐ Professionalism
- ☐ Attendance
- ☐ Company Values
- ☐ Other [Define]:

Specific examples with dates of current performance under review:

X
X
X

Improvement Plan - What is expected, how it should be accomplished, and in what timeframe

Improvement Objectives <i>Specifically what must be done to improve performance to meet expected standards</i>	Success Criteria <i>How to know when expected standards of performance have been met.</i>	Performance Review Date <i>When progress against the improvement objectives will be reviewed</i>
#1		
#2		
#3		

Performance Improvement Plan Agreed Upon By:

Failure to meet and sustain improved performance may lead to further disciplinary action, up to and including termination. Corrective action may be taken in conjunction with, during, or after the performance plan.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

This performance plan is not intended to be an employment contract or a guarantee of continuing employment.

Copy: Employee

Original: Employee File